



MOUNT ANVILLE MONTESSORI JUNIOR SCHOOL MORNING CLASS UP TO 6TH CLASS

APPLICATION PROCEDURES AND ADMISSIONS POLICY

The Sacred Heart Education seeks to educate the whole person as a responsible member of society, confident of personal worth and actively living out Christ's call to know and share in His love." The School's aim is to ensure that our pupils gain knowledge, energy, purpose and conviction. "The School is a Catholic Institution within the ecumenical tradition of the Church.

1. APPLICATIONS

- (i) Places are at all times subject to availability. Montessori Department Morning Classes (age 2½- 4years are a maximum 20 per class, 3-6 classes, 1st & 2nd classes are a maximum 26 pupils per class and Junior Department (3rd to 6th class) up to a maximum 28 pupils per class.
- (ii) Applications to the Montessori Junior School (the "School" –Morning Class – 6th Class) can be made by contacting the Admissions Officer of the School. A separate Application Form for each child is required. On receipt of the request, a separate Application Form for each child will be sent to you with a copy of this Application Procedures and Admissions Policy.
- (iii) Completed Applications Forms, one for each child, are dated when received by the School, placed on the Applications Register in priority and filed for the year of entry. This means your child is entered on a general waiting list. It is important to apply early as priority for places, subject to the priority listing below, is based on the date of receipt by the School of your Application.
- (iv) An acknowledgement letter is sent by the School Bursar on receipt of the completed Application Form and correct registration fee acknowledging receipt of the registration fee, confirming the date of application, the class of entry and stating which year of entry the child is filed. The onus is on you the applicant to notify the School in writing of any change of details and / or address.
- (v) The first round of offers is allocated in the October immediately prior to the August / September year of entry. A Formal Offer is issued in writing. To accept this offer and secure a place, the School must receive a completed acceptance form, together with a booking deposit (amount stated in the Formal Offer) within one week of the date of the Formal Offer. If all vacancies are not filled a second round of offers is issued and the same procedure will apply for second round offers. Invitations are issued to children and parents who have accepted places to visit the school in the Spring Term.
- (vi) If there is no place available and therefore you are not offered a place, the School will use its best endeavours to advise all disappointed Parents by letter by mid December prior to the proposed academic year of entry. In the case of not being offered a place by the School the applicant may apply in writing to have the application rolled over on a year to year basis. In this event should a vacancy occur throughout the school in any given year or class, the place is offered to the next child on the Application Register having regard to the Priority Listing. The onus is on you the applicant to notify the School in writing of your desire to have your application rolled over.
- (vii) If a place is offered by the School and refused by a Parent on behalf of a pupil then this pupil will be eliminated from our waiting lists altogether. If requested on receipt of a refusal by a Parent, the applicant may apply to have the Application rolled over on a year to year basis. Please note by requesting to roll over this Application you will be placed at the bottom of the relevant priority category listing (see 3 below) or at the bottom of the general Waiting List. The onus is on you the applicant to notify the School in writing of your desire to have your Application rolled over.

2. MINIMUM AGE REQUIREMENTS

The recommended minimum age to enter classes is set out below:

Prospective pupils of the School should be at least 2 years 6months.

Morning Class	*Age 2years 6months by 1 st August of the proposed academic year of entry
** 3-6 Classes	age 3 by 1st June of the proposed academic year of entry
1 st Class	age 6 by 1st June of the proposed academic year of entry
2 nd Class	age 7 by 1st June of the proposed academic year of entry
3 rd Class	age 8 by 1st June of the proposed academic year of entry
4 th Class	age 9 by 1st June of the proposed academic year of entry
5 th Class	age 10 by 1st June of the proposed academic year of entry
6 th Class	age 11 by 1st June of the proposed academic year of entry

* Entry to the Morning Class in January will only be considered if the class is not full in the August /September of the proposed academic year of entry. This January intake will apply to pupils who reach 2years 6months between 1st August and 1st December.

*3-6 Classes equivalent to –

Mornings	age 3 by 1 st June of the proposed academic year of entry
Middle Mornings	age 4 by 1 st June of the proposed academic year of entry
Afternooners	age 5 by 1st June of the proposed academic year of entry

** Entry for children already in full time education who do not meet the age requirements for classes 3-6 up to 6th class will be at the discretion of the Principal in conjunction with of the Board of Management.

3. PRIORITY LISTINGS

Pending availability and subject to the child being properly registered, and further subject to the Board of Management's Discretion, subsequent priority of places is given to the following categories in the order stated below:

- (i) Siblings of children who are or will be attending Mount Anville Montessori Junior or Senior Schools during the proposed academic year of entry; "**Sibling**" means "any younger brother or sister of any child attending or who will be attending Mount Anville Montessori Junior and Senior School during the proposed academic year of entry;

PROVIDED THAT no priority of place shall be given to a younger brother or younger sister of a child who will be, but is not previously attending the aforementioned schools during the proposed academic year of entry, unless the child seeking priority has been registered at least 18 months for entry to a class prior to the commencement of the proposed academic year of entry.

- (ii) Siblings of immediate past pupils; "Immediate past pupils" means past pupils whom have left Mount Anville Senior School within the 6 years immediately prior to the proposed academic year of entry;
- (iii) Children of permanent members of staff of Mount Anville Montessori Junior or Senior Schools who have been registered for a minimum of 12 months prior to the commencement of the academic year of entry.
- (iv) Past pupils; "past pupils" means former pupils of Mount Anville Montessori Junior School;

- (v) Children of past pupils who have been registered for at least 18 months with the School prior to the commencement of the proposed academic year of entry. "past pupils" means former pupils of Mount Anville Montessori Junior, Senior and Primary Schools.

The remaining places are open to other applicants by reference to the date of receipt of the properly completed Application Form and receipt of correct registration fee by the School.

In the event of an application obtaining Priority status as set out above, after the date of application, the onus is on the applicant to advise the School accordingly as soon as possible in order to avail of the Priority Listing;

4. LEAVE OF ABSENCE

- (i) A maximum of 2 pupils in any school year will be granted leave of absence on a first come first served basis for one academic year only with a maximum extension of one additional academic year at the discretion of the Principal.. Leave of absence pupils will be responsible for payment of school fees in full while absent. Where leave of absence pupils fail to return within the maximum two years, his/ her place in the School shall be lost. Should the pupil wish to reapply, the onus is on you the applicant to request a new application form for completion and return. The Application will be granted priority as a Past Pupils list in accordance with the date of receipt of the new Application.
- (ii) Attendance in 5th & 6th Class in Junior Department
All pupils offered places in 1st year in Mount Anville Secondary School MUST remain in attendance in 5th & 6th class in Junior Department unless leave of absence has been sanctioned as detailed above. Failure to comply will result in the loss of your place in the Secondary School.

N.B. Please note that all requests for leave of absence for any academic year must be made in writing to the Principal on or before 1st March immediately prior to the proposed academic year of absence.

N.B. Leave of absences will be granted for a total maximum period of two years to any one child attending the School (as defined above). Any further leave taken without consent will result in loss of place and priority listing in the Mount Anville Schools.

5. ENROLMENT OF CHILDREN WITH SPECIAL NEEDS

Our Special needs policy will be made available on request.

6. BOARD OF MANAGEMENT DISCRETION

The Board of Management reserves the right to alter this policy for any reason at any time.

The Board of Management reserves the right in all circumstances to use it's discretion in relation to this Applications Procedures and Admissions Policy to prioritise, above all other Priority Listings, individual cases including adoptees, special needs and hardship cases on a case by case basis.

7. DATE OF APPLICABLE APPLICATIONS PROCEDURE AND ADMISSIONS POLICY

The policy that will apply to any Application shall be the policy that is in place at the time when an offer of a place rather than an Application for a place is made.

Ratified by the Chairperson of the Board of Management in December 2012.